

ADMINISTRATIVE ASSISTANT TO DEAN OF FISCAL SERVICES/CHIEF FISCAL OFFICER

GENERAL STATEMENT:

Provide secretarial and general accounting support to the Dean of Fiscal Services/Chief Fiscal Officer.

REPORTS TO:

Dean of Fiscal Services/Chief Fiscal Officer

OCCUPATIONAL GROUP:

Secretarial/Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED with specialized courses in accounting, business or closely related field;
Associate degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years work experience in clerical accounting work; one to two years experience in computerized business applications.

OTHER:

Data entry skills, use of basic office equipment, knowledge of and experience with current software programs and knowledge of methods and procedures of financial record keeping relating to accounts receivable.

DUTIES AND RESPONSIBILITIES:

- Provide secretarial support for the Dean of Fiscal Services/Chief Fiscal Officer.
- Assist and answer questions from students, faculty, administration and general public regarding student financial aid/scholarship balances.
- Perform accounting internal control duties relating to financial aid/scholarships entered into computer system by the Financial Aid office.
- Process billing and monitor collection of bills to outside agencies, i.e., Texas Rehabilitation Commission, Texas Workforce Commission, WIA, THECB, TDCJ, Texas Tomorrow Fund, and other entities, for financial aid, scholarships, exemptions and waivers (credit and noncredit classes) provided to students for tuition, fees, books, etc.
- Prepare journal entries regarding accounts receivables.
- Responsible for payment to TVCC Bookstore for items charged to financial aid/scholarships by students.
- Analyze and reconcile Financial Aid and scholarship accounts in order to prepare in-house reports as well as state reports.
- Record monies received for financial aid/scholarships into accounting system of student accounts; maintain individual student account scholarship balances.
- Process Title IV student refunds and record in college's accounting system appropriately.
- Assist with payroll preparation and reports.

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FISCAL OFFICER**

- Participate as required in the registration process.
- Type, file and perform other similar duties for the business office.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 10/31/02

Revised: 09/27/07

JD334